

Director of Central Intelligence

12 November 1947

Executive for A&M

Christmas Holiday Leave Policy

1. We have checked with the Bureau of the Budget relative to their intentions in connection with announcing any special provisions for the Christmas holiday period this year. The Bureau has no information in connection with providing for long weekends, and indicated that such action taken last year by the issuing of an Executive Order created numerous difficulties.

2. In order to avoid a last minute rush and possible injustice to employees who will desire holiday leaves, it is recommended that we issue at this time an agency policy relative to this subject, which we can amend later should any overall government policy in conflict therewith be issued. A suggested draft of an Agency Notice is below.

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D R A F T

"CIA NOTICE NO. _____

"1. In order to provide all CIA employees with an opportunity to make Christmas holiday plans, it is desired that each Office and Staff Section Head immediately plan his schedule and personnel requirements for the period 21 December 1947 through 4 January 1948, in such manner as to provide an equal opportunity for all individuals under this supervision for any desired holiday leaves.

"2. During this period a minimum of 50 percent of the working staff should be on duty during each working day. Responsible supervisors will insure that all subdivisions of their activities are manned to the extent that essential operational requirements will be met."

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*oed memo + B+F comments
filed in Admin Policies & Procedures.*

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